



Getting Your SWE Qualifications **Right**

One of the jobs at the Human Resources Service & Information Center (HRSIC) is to coordinate the Servicewide Exam (swe) process. They provide information to the SWE candidates, adjudicate waiver requests, distribute the exams, score and distribute the results and publish the advancement eligibility list. HRSIC is especially interested in fixing things that are chronic problems for our members.

HRSIC released a message announcing the May 2001 Servicewide Exam Competition. The first deadline on this May's SWE cycle was 1 February!

The chronic problem: Each cycle members discover (usually after the exam the results have been published) that they're not ranked where they thought they ought to be. Typically, this is because they don't get proper credit for awards, sea duty, or any number of other factors that help determine where the member stands on the advancement list. The member must first work to resolve this with HRSIC, then HRSIC has to amend the advancement list, and perhaps the member who expected to be #10 and above the cut, may find later that he or she isn't there any longer. At times these evolutions are very significant workload impositions on the member, their unit and HRSIC.

HRSIC attempts to preclude these problems by giving each candidate a document known as a Personal Data Extract (PDE). These are sent out well in advance so that any corrections to the record can be made prior to the exam. The PDE includes:

Evidence of a CO's recommendation

Awards

Data from the enlisted evals

An indication as to whether the member has sufficient sea duty

Creditable sea time

Time in service and rate

End of course test results

Relevant qual codes

Eligibility status

Reporting an exam board OPFACS

The biggest inaccuracy in the PDE's is sea duty points. Our biggest problems by volume is missing data and award points. The biggest oversights are members failing to carefully review their PDE before signing. All too often attempts to later correct the PDE disappears between the member and PERSRU and therefore fails to be properly and timely included.

I want to reinforce the importance of the PDE, both on the part of the member, on the command and on the part of the servicing PERSRU. *The simple message is that the member has to look at it carefully and the servicing PERSRU has to fix it.* It's a little thing that becomes a big problem if it isn't taken seriously or is overlooked.

Please pass this concern to your subordinate commands. Help our members taking the exams have a little more hassle free experience. Thanks!

Regards, FL Ames



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